

**UW Procurement Services
Sole Source/Justification Request**

Requester Name: _____ Department: _____	
Charge Account (Please format as Entity-Account-Fund Class-Fund Source-Organization-Exp Class-Program-Activity-Future): _____	
Name of Manufacturer: _____	
Name of sole source provider: _____	
Sales Contact: _____	
Phone Number: _____	Email Address: _____
Web Address: _____	
Price Quotation: Attach a firm price quotation from the vendor for the item/services identified above. Quoted prices shall be firm for 30 days and all associated costs including shipping . Quote must have the freight terms DAP (Laramie, Wyoming) Incoterms 2010	

Sole Source Considerations - (check all applicable categories and provide detailed justification below)

- *Repair/replacement part or accessory:** For existing equipment and is available from only one source.
Existing Equipment: _____ Manufacturer/Model number: _____
- *Sole source distribution:** The item is manufactured and sold exclusively by vendor or vendor holds exclusive rights for distribution.
- *Exclusive design:** Item possesses a unique function or capability critical in the use of the item and is not available from any other sources.
- *Services:** Services are available from only one source.

*** Detailed Justification:** Explain what unique qualifications or features are required, how selected contractor or vendor exclusively meets those qualifications or features, and why the service or goods cannot be obtained through the bidding process. (use next page or attach additional sheets if necessary).

I hereby declare the information provided herein to be true and accurate to the best of my knowledge.

Requester Name (print) _____ Signature/Date _____

ONLY for services of \$50,000 or more, the below signatures are required (not equipment)

Department Head (print) _____ College Dean or Associate Vice President (print) _____

Signature/Date _____ Signature/Date _____

Procurement Office (Signature required before attaching to requisition for the purchase of any goods or services)

Procurement Approval/Date _____

Additional Detailed Justification: